March 5, 2018

REQUEST FOR PROPOSALS
RFP MODIFICATION No. 1
Operation of INFORM Traffic Management System Services for NYSDOT
Contract #C037708

Dear Interested Parties:

Reference is made to the subject solicitation wherein the following changes are hereby incorporated:

1. RFP Cover Page, part A:
   a. Pre-Proposal Conference rescheduled to **Tuesday March 13, 2018 at 10:00am.**
   b. Deadline for submission of questions **Monday March 19, 2018 at 12:00pm.**
2. RFP Cover Page, Part B:
   a. Delete “10:00 am on March 8, 2018” in the 1st paragraph and replace with “10:00 am on March 13, 2018”.
   b. Delete “March 6, 2018” in the 2nd paragraph and replace with “March 9, 2018”
3. RFP, Page 1, Section 1.1, Purpose, 2nd paragraph, 1st sentence: delete “March 8, 2018” and replace with “March 13, 2018”
4. RFP, Page 1, Section 1.1, Purpose, 2nd paragraph, 2nd sentence: delete “March 6, 2018” and replace with “March 9, 2018”
5. RFP, Page 8, Section 3.4, Contract Term and Rate Adjustments, 1st paragraph: delete, “September 1, 2019” and replace with September 1, 2018.
6. RFP, Page 50, Section 7.8, Tentative Schedule of Key Events, Question Submittal Deadline: delete “March 15, 2018” and replace with “March 19, 2018”
March 20, 2018

REQUEST FOR PROPOSALS
RFP MODIFICATION No. 2
Operation of INFORM Traffic Management System Services for NYSDOT
Contract #C037708

Dear Interested Parties:

Reference is made to the subject solicitation wherein the following changes are hereby incorporated:

1. RFP Cover Page, Part A:
   a. Deadline for submission of proposals – Delete “April 5, 2018” and Replace with “April 12, 2018”
2. Page 45, Section 7.1 – Delete “April 5, 2018” and Replace with “April 12. 2018”.
3. Attachment 14: Key Personnel Resume and References – Delete “Attachment 8” and Replace with “Attachment 14” in the first 2 bullets.
4. Page 37 of the RFP, Section 5.2.3.5 – Delete “Attachment 5” and replace with “Attachment 4” in the last paragraph.
5. Page 54 of the RFP, Attachment 8, Draft Contract, Article 6. Provision For Payment – Delete “2%” and replace with “1.5%” in the 3rd sentence of the 2nd paragraph.
6. Attachment 16: Cost Proposal Spreadsheet Instructions, Item #1 add “c. Enter in lines 11, 15, 19 and 23 the Office Overhead Rate, Field Overhead Rate, and Fixed Fee.”
7. Attachment 16: Cost Proposal Spreadsheet Instructions, Item #4 – Delete i. in its entirety.
8. Page 45 of the RFP, Section 7.1 Proposal Submission – Delete “6” and Replace with “7” in the 1st sentence of the 2nd paragraph.
9. Attachment 17: Cost Proposal Spreadsheet has been revised to include Fixed Fee % in the Cost Cover Sheet and in the Summary Tabs. The revised Attachment 17 is a downloadable Microsoft Excel File located on the RFP website.
10. Attachment 19: Modifications, Pre-Proposal Webinar Slides, Source List, and Q&A has been added to this RFP.
Operation of INFORM Traffic Management System for NYSDOT

Contract # Co37708
Pre-Proposal Webinar
March 13, 2018 10:00 am
New York State
Department of Transportation

Housekeeping/Agenda

Thank you for your interest in this project!

In Attendance from NYSDOT:
• Patricia Kappeller, Main Office, Contract Management Specialist for this Project
• Shalina Mallory, Main Office, Contract Management
• Nancy Kamel, Region 10 Traffic and Safety
• Michael Ufko, Region 10, Traffic and Safety
• Mute phones

Agenda:
• RFP Overview
• RFP Attachment Overview
• RFP Questions
Designated Contact

Potential responders are advised that under New York State Finance Law Section 139-j, communication on procurements can be made only to the following designated contact person:

Patricia Kappeller  
New York State Department of Transportation  
Contract Management Bureau  
50 Wolf Road, 6th Floor  
Albany, NY 12232, USA  
Ph. 518-474-6562  
E-mail: Patricia.Kappeller@dot.ny.gov

***Restricted Period in Effect

Questions???

Email all questions to:  
Patricia.Kappeller@dot.ny.gov

Deadline for question submission is  
March 19, 2018, at 12pm
Introduction/Background

- The New York State Department of Transportation (NYSDOT) is seeking a qualified consultant firm to provide personnel, in conjunction with NYSDOT Staff, to operate the electronic traffic management systems at its Transportation Management Center, INFORM (Information FOR Motorists)
- Located in Hauppauge, NY
- Services cover Nassau, Suffolk, and Queens Counties
- Operation is a 24 hours a day, 7 days a week, 365 days a year

Introduction/Background

- INFORM – an electronic traffic information management system covering over 320 centerline miles of roadways on Long Island, NY
- Has satellite back-up at Republic Airport
- System includes monitoring, surveillance, and control of:
  - Approx 165 Overhead Variable Message Signs (VMS)
  - Over 300 Closed Circuit TV Cameras (CCTV)
  - Approx 1200 Arterial Traffic Signals
  - Approx 90 Ramp Meters
  - Approx 100 Portable VMS, portable CCTV’s, portable detectors
  - Loops, radar, video image, acoustic detectors and TRANSMIT Readers
Introduction/Background

The Long Island Expressway (I495)
Northern State Parkway (908G)
Southern State Parkway (908M)
Sunrise Highway (NY27)
Hempstead Turnpike (NY24)
Meadowbrook State Parkway (908E)
Wantagh State Parkway (908T)
Sagtikos State Parkway (908K)
Grand Central Parkway (GCP)
Jericho Turnpike (NY25)
Veterans Memorial Highway (NY454)
Seaford Oyster Bay Expressway (NY135)
Nesconset Highway (NY347)
State Route 25A
State Route 25B
State Route 231
State Route 878 (Nassau Expressway)
Various other roadways

Contract Term

• The Department estimates that the work for the successful consultant will commence on September 1, 2018

• The base term or duration for the contract is three (3) years with two optional one-year extensions upon written agreement of both parties and approval by the office of the Attorney General and the office of the State Comptroller.
Scope of Services

Project Overview
• NYSDOT shall provide phone service, heating, air conditioning, lighting, and electric power at the INFORM Site
• Consultant personnel shall be required to communicate with outside agencies (municipalities, police, TV and Radio Stations, etc.)
• System updates may be implemented by others which include roadway changes, expansion to other regional roadways
• Consultant staff may be required to assist in traffic data collection
• Cost of administrative support, including secretarial services, shall be included in the proposed Overhead
• Consultant shall provide smartphones and tablet computers to all field personnel, as determined by NYSDOT Project Manager

Scope of Services - Tasks

Task 1 – Direction, Supervision and Administration of the TMC
• Estimated Annual Level of Effort = 5,223 hours
• Work necessary to manage, direct, supervise, and administer system
• Supply procurement
• Participation in meetings
• Schedule time for system upgrades
• Establish repair priority for failed equipment
• Provide supplies for center operations
• Respond to inquiries and provide tours
• Maintain records and documentation
• Prepare schedules for all tasks – to be pre-approved by NYSDOT
Scope of Services - Tasks

Task 1 – Direction, Supervision and Administration of the TMC
• Provide 7 leased vehicles for operations staff
  • Four (4) – 4-Wheel Drive Heavy Duty Pick Up Trucks
  • Three (3) Large – 4-Wheel Drive multiple passenger utility vehicles
  • All vehicles shall be model year 2017 or newer
  • All vehicles equipped w/ Verizon NetworkFleet or equivalent AVL system

Scope of Services - Tasks

Task 1 – Direction, Supervision and Administration of the TMC
• Provide post incident debriefings – with agencies and vendors
• Coordination of special events
• Coordinate emergency PVMS deployments
• Administer Region 10’s HOV Clean Pass Vehicle Monitoring Program
Scope of Services - Tasks

Task 2 – System Operation

- Estimated Annual Level of Effort = 29,745 hours
- Work necessary to provide human monitoring of INFORM automated traffic management system
- Provide a minimum three (3) personnel at all times
- Project Director/Supervisor staffed Monday-Friday 7am-3pm minimum
- Monitor equipment performance
  - Call for appropriate repairs
- Reconfigure INFORM system as needed
- Monitor Variable Message Sign system
- Management of traffic incidents
- Monitoring of 511NY, TRANSCOM's OpenReach, NYALERT, INFORM website, CCTV, police radio scanners, NYSDOT radio transmissions, weather stations

Scope of Services - Tasks

Task 2 – System Operation

- Operate and display messages on portable changeable message signs
- Monitor road conditions
- Determine level of roadway incident
- Apply appropriate diversion plan for roadway closure > 4 hours
Scope of Services - Tasks

Task 3 – Roadwork Information and Lane Closure Coordination
- Estimated Annual Level of Effort = 3,780 hours
- Assist in minimizing impact of construction, maintenance, other roadwork related activities
- Operate NY511 telephone information service
- Assist in minimizing disruption of traffic flow – construction, maintenance
- Review information received from contractors, identify locations for significant delays due to lane closures

Scope of Services - Tasks

Task 4 – System Administration and Hardware/Software Support
- Estimated Annual Level of Effort = 6,381 hours
- Work necessary to support INFORM TMC software applications, provide technical assistance of traffic equipment in field
- Evaluate and recommend changes to system functionality
- Provide services to identify problems with field equipment and network
- Back-up system software
- Provide software support services – billed as a direct non-salary cost
- Assist in maintenance of INFORM’s website
Scope of Services - Tasks

Task 5 – Training and Updating Manuals
- Estimated Annual Level of Effort = 1,894 hours
- Work to update standard operating procedures and provide necessary training
- Provide training to new operators, dispatchers other consultant personnel
- Yearly mandatory training includes:
  - Right to know
  - Sexual Harrassment
  - Internal Controls
  - Fire Safety
  - Information and Cyber Security
  - Prevention of Workplace Violence

Scope of Services - Tasks

Task 6 – Field Support Technical Services
- Estimated Annual Level of Effort = 9,379 hours
- Work in support of NYSDOT staff located in field-related technical services
- Report identified equipment failures
- Monitor activities and performance of independent maintenance contractor
- Provide overtime support services as required
Scope of Services - Tasks

Task 6 – Field Support Technical Services
• Inspect INFORM cabinets, signs, equipment and hardware for acceptability
• Conduct regularly scheduled patrols of highways
• Prepare monthly inventory equipment conditions
• Maintain INFORM equipment inventory
• Transport and deploy PVMS (approx. 100 signs)
• Inspect and approve construction contract’s Overhead VMS signs prior to state use
• Perform minor building repairs – plowing, changing light bulbs, storage

Scope of Services - Tasks

Task 7 – Operations and Administration of the Highway Emergency Local Patrol (HELP) and Parkway Tow Contracts
• Estimated Annual Level of Effort = 11,089 hours
• Work necessary to monitor the HELP program including dispatch operations, and Parkway Tow Contractor Operations
• Provide dispatchers to communicate with HELP vehicles
• 2 inspectors to monitor HELP and Parkway Tow Contract operators
  • Adhere to contractual agreements
  • Inspect daily equipment log is complete
  • Inspect equipment on HELP truck in good working condition
  • Check driver appearance
  • Weekly inspections of Parkway Tow Contractor facilities
Scope of Services - Tasks

Task 7 – Operations and Administration of the Highway Emergency Local Patrol (HELP) and Parkway Tow Contracts

- 1 HELP & Parkway Tow Program Administrator
  - Investigation of complaints and inquiries
  - Ensure contractor compliance
  - Prepare letters and reports
  - 907 vehicle disposition process
  - Review invoices
  - Prepare quarterly meetings
  - Maintain records

Scope of Services - Tasks

Task 8 – Transition

- Estimated Annual Level of Effort = 170 hours
- Phase 1 – If incumbent is not awarded this contract
- Work with incumbent to familiarize staff with procedures, control room operations, software, applications, hardware, incident reporting procedures
- Attend meetings with NYSDOT staff, INFORM Maintenance Contractor (IMC), INFORM Engineering consultant, stakeholders, etc.
- Perform inventory of field and warehouse equipment with IMC
- Work with incumbent for overview of HELP & Parkway Tow Contracts
Scope of Services - Tasks

Task 8 – Transition
- Phase 2 – Transition of services to a future contract – only required if C037708 contractor is not awarded future contract
- Construct thirty (30) day transition plan
- All steps in Phase 1
- Return all NYSDOT issued property (data, information)
- Equipment (computers, data storage) – shall have evidence of data/information is destroyed/removed/erased

Scope of Services - Organization and Staffing

Key Personnel – Contract Job Title Duties and Qualifications – Attachment 15
- Project Director/Operations Supervisor
- Special Project Coordinator
- TMC System Administrator
- ATIS System Support Engineer
- ITS Maintenance Contract Inspector
- Shift Supervisor/System Operator III

Other Personnel
- System Operator II
- System Operator I
- System Operator I - Trainee
Proposal Submission

Proposers shall submit 1 Original plus 7 Printed Copies and (1) electronic copy on Thumbdrive of Part I: Technical and Management Submittal/Proposal; and 1 Original plus four (4) printed hard copies plus one (1) electronic copy of Part II: Cost and Administrative Submittal/Proposal on Thumbdrive.

Your proposal must be received by NYSDOT by **12:00 PM ET Noon, April 5, 2018**. The proposal must be addressed to:

Patricia Kappeller  
NYS Department of Transportation  
50 Wolf Road, 6th floor  
Albany, New York 12232  
Attention: #C037708 – Operation of the INFORM Traffic Management System for NYSDOT

Proposals Submission

**Minimum Proposal Requirements**

Per RFP Section 5, any proposal which does not include all of the following by the RFP deadline may be determined to be non-responsive. Any proposals deemed non-responsive shall be removed from further consideration (prior to the technical evaluation of proposals):

1) Part 1 of the Proposal - Complete Technical and Management Submittal/Proposal
2) Part 2 of the Proposal - Complete Cost and Administrative Submittal/Proposal
3) Complete and submit online certification of Vendor Responsibility Questionnaire
4) A proposal which either meets/exceeds the 12.23% DBE Goal or offers acceptable Good Faith Effort documentation and Letter of Explanation (Attachment 8 and 8a).
5) Attachment 2 – Consultant Information and Certifications
6) Attachment 3 – Form AOR – Acknowledgement of Receipt
Proposals Submission

Minimum Proposal Requirements (Cont)
1) Attachment 4 – Procurement Lobbying Law Forms
2) Attachment 6 – Non-Collusive Bidding Certification
3) Attachment 7 – Vendor Assurance of No Conflict of Interest or Detrimental Effect
4) Attachment 8 – DBE Participation Information
5) Attachment 8a – DBE Subcontractor Participation Solicitation Log & Goal Attainment Letter (If goal not met)
6) Attachment 14 – Key Personnel Resumes and References
7) Attachment 17 – Cost Proposal – PDF and Excel
8) Attachment 18 – Level of Effort Tables

Proposal Submission

1. Part I: Technical and Management Proposal Submittal

TABLE I - Technical and Management Proposal Submittal

<table>
<thead>
<tr>
<th>Description</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) original plus six (6) Printed hard copies (3-ring binder, tabbed and labeled) of Part I plus one complete copy of Part I on CD/Thumb Drive, in Adobe® PDF compatible format</td>
<td>Securely sealed and clearly labeled with the Contractor’s name, address, telephone number, contact name, and the words “OPERATION OF INFORM TRAFFIC MANAGEMENT SYSTEM for NYSDOT, RFP Part I – Technical and Management Proposal (Contract #C037708)”</td>
</tr>
<tr>
<td>Signed Cover Letter on official business letterhead (1 page max)</td>
<td>Table of Contents identifying each major section and page numbers</td>
</tr>
<tr>
<td>Narrative Description</td>
<td>Approach, Scope of Services and Schedule</td>
</tr>
<tr>
<td>Organization and Staffing</td>
<td>Experience</td>
</tr>
<tr>
<td>Complete and submit Attachment #14: Key Personnel Resume and References</td>
<td>Complete and submit Attachment #18: Level of Effort Tables</td>
</tr>
</tbody>
</table>
Proposal Submission

Technical and Management Submittal
• Cover letter and title page (not to exceed a single page)
• Table of contents
• Narrative description
  • Important issues, demonstrates understanding of project objectives, familiarity with applicable laws, rules, etc.
• Approach, Scope of Services, Schedule
  • Meeting or exceeding 12.23% DBE Goal
  • Providing managerial/administrative support detailed by task number
  • Indicate arrangements of subconsultants
  • Recruitment/retention, cross training, and scheduling
  • Staff assignments – covering for illness, vacations
  • Coordination with other NYSDOT regions, outside agencies (NYCDOT, TRANSCOM, law enforcement, offices of emergency management

Proposal Submission

Technical and Management Submittal
• Experience - Detail relevant experience of firms (Prime and Subconsultants) and Key Personnel:
  • Managing/coordinate complex projects
  • Computer assisted traffic control
  • Coordinating traffic management with other entities
  • Writing and revision of technical manuals, equipment/supplies record keeping and inventory
  • Managing TMC Operations contracts – list of TMCs Prime has operational control over the past 5 years
• Experience providing training to all staff
• Experience in providing human resource, managerial and administrative support to onsite personnel
• Key Personnel Resumes and References – Attachment 15
Proposal Submission

TABLE II - Cost and Administrative Proposal Submittal

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) original plus four (4) Printed hard copies (1-ring binder, tabbed and labeled) of Part II plus one complete copy of Part II on CD/Thumb Drive, in Adobe® PDF compatible format and MS Excel compatible format for Attachment 17: Cost Proposal Workbook.</td>
<td>Securely sealed and clearly labeled with the Contractor’s name, address, telephone number, contact name, and the words “OPERATION OF INFORM TRAFFIC MANAGEMENT SYSTEM for NYSDOT, RFP Part II - Cost and Administrative Proposal (Contract #C037708)”.</td>
</tr>
<tr>
<td>Complete and submit Attachment #15: Cost Proposal Workbook.</td>
<td></td>
</tr>
<tr>
<td>Complete and submit online certification or hard copy of Vendor Responsibility Questionnaire.</td>
<td></td>
</tr>
<tr>
<td>Complete and submit Attachment #2: Consultant Information and Certifications (sign both Section II and III).</td>
<td></td>
</tr>
<tr>
<td>Complete and submit Attachment #3: Form AOR Acknowledgement of Receipt.</td>
<td></td>
</tr>
<tr>
<td>Complete and submit Attachment #4: Procurement Lobbying Law Forms.</td>
<td></td>
</tr>
<tr>
<td>Complete and submit Attachment #5: Vendor Assurance for No Conflict of Interest or Detrimental Effect.</td>
<td></td>
</tr>
<tr>
<td>Complete and submit Attachment #6: DBE Participation Information Form.</td>
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</tr>
<tr>
<td>Complete and submit Attachment #8: DBE Subconsultant Participation Solicitation Log and Goal Attainment Letter (if goal not met).</td>
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Proposal Submission

Cost and Administrative Submission

• Attachment 16 – Cost Proposal Instructions
• Attachment 17 – Cost Proposal – Excel Workbook – PDF and Excel submittals
• Propose cost for the initial 3 year base term of contract
Proposal Submission

Cost and Administrative Submission

• Direct Salaries - Rates are eligible for an annual 1.5% escalation
• No overtime is allowed for Category A – Project Director/Operators Supervisor and ATIS System Support Engineer
• Overtime at Straight Time Rate Category B – Special Project Coordinator, TMC System Administrator

• Overtime is only allowed if the Consultant has a policy to pay overtime compensation.

Proposal Submission

Cost and Administrative Submission

• Direct Non-Salary Expenses
• Leased vehicles for Prime – Lease cost, maintenance cost
• Personnel vehicles (for subs) – mileage rate reimbursement
• Tolls
• Travel, meals, lodging, mileage – maximum GSA and/or OSC approved rates
• Portable Variable Message Signs – 100, split # of signs between prime and subs
• Owners & Liability – Prime Consultant only
• Equipment Repairs & Purchased – for dedicated use at the INFORM TMC
• Reproduction – black & white and color copies, overnight mail
Proposal Submission

Cost and Administrative Submission
• Direct Non-Salary Expenses
• Telephone – smart phones – dedicated for work on this contract
• Small tools and office supplies – dedicated for work on this contract
• Trips to Regional TMCs – Airfare, Hotel and Per Diem – limit to GSA and/or OSC rates

Proposal Submission

Cost and Administrative Submission
• Overhead Rates
• Fixed during base term of the contract
• May be negotiated for extension years
• Designated Prime Consultant responsible for providing certified salary rosters for Prime and Subconsultants
• Roster will include name, employer (Prime or Subconsultant), Contract Job Title, hourly labor rate, both the office and field fully loaded rate (hourly rate + overhead + fee)
• Must be certified by the CEO of the firm (Prime or Subconsultant)
• Updated certified salary rosters shall be submitted annually with the 1.5% escalation
Proposal Submission

Cost and Administrative Submission

• Administrative:

  • Vendor Responsibility Questionnaire – Required for the Prime Consultant and any Subconsultant providing services valued at $100,000 or more
  • Attachment 2: Consultant Information and Certification Forms – must be signed accepting all terms and conditions of the draft contract (Attachment 1)
  • Attachment 3: Form AOR – Acknowledgement of Receipt – must include date for all Modifications
  • Attachment 4 – Procurement Lobbying Law Compliance – 2 forms, link to NYSDOT Department Website included on the attachment

• Administrative:

  • Attachment 5 – Consultant Disclosure Legislation Form A & B
    • Form A needs to be completed and submitted with Proposal
      • Must include O*Net Employment category, number of employees, number of hours to be worked, and estimated amount to be paid
    • Form B – Needs to be completed annually for services from April 1st – March 31st
      • Must include O*Net Employment Category, actual number of hours worked, and actual amount paid
  • Attachment 6 – Non-Collusive Bidding Certification – 3 pages
  • Attachment 7 – Vendor Assurance of No Conflict or Detrimental Effect
    • Must be completed by Prime Consultant and all Subconsultants
Proposal Submission

Cost and Administrative Submission
• Administrative
• Attachment 8 – DBE Participation Information – List of Prime and Subconsultants
  • Indicate by an “X” if the firm is a DBE or not
  • Enter the % of the total value of the Prime or Subcontractor Cost
• Attachment 8a – DBE Subconsultant Participation Solicitation Log
  • Needs to be completed, along with the Goal Attainment Letter, if the required DBE goal (12.23%) is not met or exceeded
• Attachment 10 – Provides instructions on completing the Solicitation Log

Additional Attachments

• Attachment 19 – Modifications, Pre-Proposal Webinar Slides, Source list, and Q&A
  • Will be posted to the project website
• Attachment 20-43 – Include informational manuals, guidelines and reports
  • Zip file on the project website
Proposal Evaluation Process

- Proposal Opening, Log-In and Certification
  - Minimum Proposal Requirements (Technical & Cost)
  - Met 12.23% DBE or provided Goal Attainment Letter with Good Faith Efforts

- Technical Evaluation Committee (TEC) made up of NYSDOT Subject Matter Experts
  - Technical Proposal Evaluation Criteria (up to 70)
  - Cost Proposal Evaluation (up to 30 points)

Order of Evaluation Process:

- Written Proposal Evaluations
- Reference Checks
- Written Technical Proposal Clarifications
- Cost Proposal Evaluations
- Initial Best Value Determination
- Best & Final Offer (BAFO; Optional) & Proposal Withdrawal
- Final Best Value Evaluation
- Consultant Selection Recommendation & Tentative Contract Award
Contract Requirements

- Accept Terms & Conditions
- Insurance:
  - Workers’ Comp – C105.2
  - Disability – DB-120
- RFP Modifications & Acknowledgement
- 12.23% DBE Goal
- Form A
- PLL Forms
- ACCORD 25 – Certificate of Liability Insurance

Contract Approval Process

- Contract Finalization
- Consultant Review & Signature
- Contract Management Signature
- Funding
- Procurement package to Attorney General for approval
- Procurement package to Office of State Comptroller for final approval
Tentative Schedule of Key Events

NYSDOT will attempt to adhere to the following tentative schedule with regard to progressing this solicitation:

- **February 15, 2019**: RFP Release Date
- **March 13, 2018**: Pre-proposal webinar
- **March 19, 2018**: Deadline for questions about the RFP at 12:00 PM (EST)
- **April 5, 2018**: Deadline for the submission of proposals at 12:00 PM (EST)
- **Mid April – Mid May, 2018**: Evaluations
- **Mid May, 2018**: Approximate Recommendation & Designation
- **Two Weeks**: Contract Finalizing
- **2-3 Months after completion of contract finalizing**: Contract Award

Questions Already Received
Questions Already Received (Cont’d)

Questions???

Email all questions to: Patricia.Kappeller@dot.ny.gov

Deadline for question submission is Monday March 19, 2018 at 12pm
<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Firm Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Fax Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darryle Hardy</td>
<td>GOS Technical Services</td>
<td>40-2 Fleetwood Court, Ronkonkoma, NY 11783</td>
<td>631-471-6798</td>
<td>631-471-8430</td>
<td><a href="mailto:dhardy@quotelincsupport.com">dhardy@quotelincsupport.com</a></td>
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<td>Raj Iyer</td>
<td>Winston Technology</td>
<td>122 East 42nd Street, Suite 310, New York, NY 10017</td>
<td>212-557-5000</td>
<td></td>
<td><a href="mailto:riyer@winstonstaffing.com">riyer@winstonstaffing.com</a></td>
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<td>PJ Singh</td>
<td>Halcyone Ltd.</td>
<td>334 Sprain Rd, Scarsdale, NY 10583</td>
<td>914-674-0520</td>
<td></td>
<td><a href="mailto:sijain@halcyone.com">sijain@halcyone.com</a></td>
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<td>Eunice Sonneville</td>
<td>Datrose, Inc.</td>
<td>660 Basket Road, Webster, NY 14580</td>
<td>585-217-0225</td>
<td></td>
<td><a href="mailto:esonneville@datrose.com">esonneville@datrose.com</a></td>
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<td>Amar Ali</td>
<td>TransCore, Inc.</td>
<td>253 West 335th Street, 3rd Floor, NY, NY 10118</td>
<td>212-629-8380</td>
<td></td>
<td><a href="mailto:amar.ali@transcore.com">amar.ali@transcore.com</a></td>
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<td>Sohail Jalal</td>
<td>Musewerx LLC</td>
<td>244 5th Avenue, Suite 2583, Nyn NY 10001</td>
<td>646-484-9630</td>
<td></td>
<td><a href="mailto:sohail.jalal@musewerx.com">sohail.jalal@musewerx.com</a></td>
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<tr>
<td>Mark Simonsen</td>
<td>CSRA State and Local Solutions LLC</td>
<td>150 Broadway, Suite 450 West, Albany, NY 12207</td>
<td>518-257-4805</td>
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<td><a href="mailto:mark.simonsen@csra.com">mark.simonsen@csra.com</a></td>
</tr>
<tr>
<td>Tom Silvious</td>
<td>CSRA State and Local Solutions LLC</td>
<td>150 Broadway, Suite 450 West, Albany, NY 12207</td>
<td>518-469-8947</td>
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<td><a href="mailto:thomas.silvius@csra.com">thomas.silvius@csra.com</a></td>
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<td>Rick Knowlden</td>
<td>WSP USA, Inc.</td>
<td>1600 Caleb's Path Extension, Suite 103, Hauppauge, NY 11788</td>
<td>631-904-3060</td>
<td></td>
<td><a href="mailto:rick.knowlden@wsp.com">rick.knowlden@wsp.com</a></td>
</tr>
<tr>
<td>Barbara Roberts</td>
<td>Serco, Inc.</td>
<td>1818 Liberty St, Suite 100, Reston, VA 20193</td>
<td>630-632-5363</td>
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Question & Answers

Q1. Under Section 5.1.5, Experience, the RFP asks for relevant experience of Key Personnel in a narrative format and also asks for the resumes as part of Attachment 14: Consultant Key Personnel Resume and Reference Form. Please confirm if you would like a resume AND Attachment 14 or Attachment 14 only.

ANS: A narrative resume is required as well as completed Attachment 14: Consultant Key Personnel Resume and Reference Form.

Q2. Under Section 5.1.5, Experience (page 31), the FP states that resumes should be “…font size of no less than 12.” Are there any other font or page restrictions for the rest of the proposal or does this only apply to the resumes?

ANS: The font size only applies to the resumes. Section 5.1 Proposal Format and Contents detail any page restrictions for each section of the Proposal Submission. Font size should be easily readable.

Q3. The instructions at the top of Attachment 14 refer to Attachment 8. Should we assume this is a typo?

ANS: This has been corrected via Modification #2.

Q4. Page 37 of the RFP under 5.2.3.5 it refers to Attachment 5: Procurement Lobbying Law Compliance. However, Attachment 5 on page 100, Attachment 5 is labeled as Consultant Disclosure Legislation Forms A&B. Would you clarify if 5.2.3.5 should be referring to Attachment 4: Procurement Lobbying Law Compliance and if we need to complete Attachment 5 as part of our response?

ANS: This has been corrected via Modification #2. Attachment 5: Consultant Disclosure Legislation Forms A&B are not to be submitted as part of the response to this RFP. The selected vendor will be required to submit Form A as part of the executed agreement.

Q5. Under 6.3, the RFP states, “Proposers shall begin this section by reiterating that the firm accepts the scope of services as advertised in the RFP.” What specific section should this statement be made at the beginning of? The Cover Letter, Approach, Experience Section, or other section?

ANS: This should be included in the Cover Letter.

Q6. Please clarify as to what types no non-text/graphical objects on a proposal page will be considered illustrations by NYSDOT? Eg., will inclusion of the following graphics (that are not actual illustrations) be compliant with the requirement: call-out boxes, icons to draw attention to certain paragraphs, colored section title headers?
ANS: As stated in section 5, weblinks, photographs and illustrations, except for the organizational chart) are not to be included. Call-out boxes and icons to draw attention to certain paragraphs are not to be included. Colored section title headers are allowed.

Q7. Will NYSOT consider binder covers with illustrations, inserted on top of the Part I and Part II binders, as compliant, considering that they will not be within the proposal itself?

ANS: Illustration and/or pictures on the binder covers are allowed.

Q8. In Sections 3.4 and 5.2.2.1, the alternative to PPI is listed as 1.5%, which conflicts with Article 6 on page 54 which states 2%. Please confirm that this should be 2%.

ANS: This has been corrected via Modification #2. 1.5% is the correct PPI adjustment maximum.

Q9. Is there a NYSDOT provided location where consultant trucks can be staged or is it the requirement of the consultant to provide our own facility?

ANS: The vehicles can be staged at the INFORM TMC Site.

Q10. Attachment 14 gives instructions to complete Attachment 8 for each key personnel title identified in the RFO and not to exceed 3 pages. However, Attachment 8 is the DBE Participation Information and is unrelated to Attachment 13. Please clarify.

ANS: Please see Question #3.

Q11. Please confirm if the commencement date is Sept. 1, 2019 vs Sept 1, 2018.

ANS: This had been corrected via Modification #1. The anticipated commencement date of the Agreement is September 1, 2018.

Q12. Attachment 15 contains a position “Account Manager” that is not contained in the pricing form. Please confirm if this position is not required or issue a corrected cost proposal spreadsheet.

ANS: The function of this title is to be covered under the Proposer’s Overhead.

Q13. The cost proposal has no place for the consultant to enter a fee. Should the consultant place their fee in the salary or overhead category.

ANS: A revised cost proposal titled “Attachment 17: Cost Proposal Mod#2 (Excel)” has been posted on the project website. The first tab, Cost Cover Sheet, has been revised to add a box for the consultant/subconsultant’s fee.
Q14. Attachment 16, Cost Proposal Spreadsheet Instructions, Section 4 references formulas that do not exist in the cost proposal. Is Attachment 18 taking the place of these formulas, or does a new cost proposal need to be issued?

ANS: This has been corrected via Modification #2 to remove the last paragraph in Section 4.

Q15. Item II Actual Direct Non-Salary Cost states that travel costs will be reimbursed at actual costs paid. Does this treatment apply to other DNSC costs or are they allowed to have overhead and fee?

ANS: All Direct Non-Salary Costs are reimbursed at actual cost paid.

Q16. The submission checklist states one (1) original plus seven (7) copies of Part I, whereas Section 7.1 states one (1) original plus 6 copies of Part I. Please clarify.

ANS: One (1) original plus Seven (7) copies of Part I are required.

Q17. Could NYSDOT provide a more detailed description of the exact vehicle type preferred. HSSEQ has concerns on the safety of any vehicle mounting a curb at 40mph!

ANS: The Consultant should use good judgement when exiting the traveled way onto the shoulder. Section 4.5 Task 1.8 details the requirements for the vehicle.

Q18. Please provide a current TMC organizational chart and staff titles that make of the 68,000 hours.

ANS: We do not have an official INFORM organization chart, however, title currently working on this project are:

Prime Consultant:
- Project Director/Operations Supervisor (1) – Office
- Special Project Coordinator – (1) Cubicle
- TMC System Administrator – (1) – Cubicle
- ITS Maintenance Contractor Inspector (3) – Cubicle
- Shift Supervisor (3) – Control Room
- Systems Operator II (2) – Control Room
- Systems Operator I (14) – Control Room

Subconsultant 1: (Not located at the INFORM TMC Site)
- Project Director - (1)
- Special Project Coordinator - (1)
- TMC System Administrator - (1)
- ATIS System Support Engineer - (1)

Subconsultant 2:
- Senior Project Manager - (2) – Not at the INFORM TMC Site
- Special Project Coordinator - (1) – Not at the INFORM TMC Site
Systems Operator II (2) – Control Room
Systems Operator I (2) – Control Room

Q19. Will NYSDOT negotiate modifications to contract terms and conditions upon notice of award of contract?

ANS: No modifications to contract terms and conditions will be allowed upon notice of award of contract. Notice of award of contract happens after the Office of the State Comptroller approved the executed contract. No modifications to contract terms will be allowed upon notice of intent to award to a selected vendor. Proposers are reminded that by signing Attachment 2: Consultant Information and Certification they are agreeing to the terms and conditions contained in Attachment 1: Draft Contract.

Q20. “Support services for the INFORM central software will be paid by the State as a direct cost of the contract” but there is no place in the Cost Proposal to enter these costs. Would the State like the Consultant to add $307,000 to each proposal? If consultant is to propose please add this to the DNSC section of the Cost Proposal.

ANS: It was the intent that this cost would be added to Item #1 on the Attachment 17: Cost Proposal, DNSC Tab, titled “Third Party Software Licenses”. This title has been changed to “Third Party Software Support”. The proposer must determine if this cost will be covered and paid under the Prime Proposer or one of the allowed subconsultants. The full $307,000 must be entered on this line for either the Prime Proposer or one of the subconsultants.

Q21. Section 5.1.1 addresses the Cover Letter and Title Page which is not to exceed a single page. Please clarify if this means the Cover Letter is limited to one page and a separate Title Page (one page) is permitted. Also, if allowed to provide a separate Title Page, is it permitted to address the confidential and proprietary information within the title page.

ANS: The Cover Letter and the Title Page are limited to one page EACH. Confidential and proprietary information should be included within the cover letter and NOT the title page.

Q22. For non-control staff (operators and supervisors), will NYSDOT provide at no cost to the consultant desk space for the remainder of the staff to work from. If so, provide the current list of staff provided these accommodations and the type (office, cubicle, other).

ANS: See Question #18.

Q23. Currently what type of cell phones and tablets are provided by the consultant to all field staff and some select key personnel identified by the NYSDOT Project Manager?

ANS: Currently None.
Q24. Please list by position the quantities by type of cell phones and tablets provided by the consultant to all field staff and some select key personnel determined by the NYSDOT Project Manager.

ANS: In the current contract none is required, however, current Project Manager has a smart phone and ITS Maintenance Contractor Inspectors have flip phones.

Q25. In order to minimize the disruption in the services provided to the public during the transition period between operations contracts referenced in Section 4.1.13, will NYSDOT allow all interested teams the opportunity to interview current TMC operations staff prior to the submission of their response.

ANS: Yes, this is allowed. It is the proposers responsibility to coordinate the interview process with the current Consultant.

Q26. Page 19, Section 4.4, provide the vendor who currently provides these services and the annual amount utilized by year of the current contract?

ANS: CoVal Systems, Inc. is the current vendor. Approximately $300,000 annually.

Q27. Page 23, Task 7.1, The Consultant shall provide dispatchers to communicate with the Help Vehicles, these positions were not identified in Attachment 26, Operations Monthly Schedules. Is there additional schedules for all positions outlined in the RFP and if so, please provide.

ANS: The monthly schedule is for the Control Room Operators only. No other schedules are prepared.

Q28. Page 27, Section 4.6 Organization and Staffing, currently how many Operations Supervisors are there, does the current Project Director also perform the Operations Supervisor role?

ANS: Yes.

Q29. Given that the questions are due 3-19 and the holiday schedule first week of April, would NYSDOT please consider a 1-2 week extension to the current due date of April 5?

ANS: The due date for proposals has been extended to Thursday April 12, 2018 at 12:00PM. Please see modification #2 for the changes in the RFP related to the proposal due date.